GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 – Revised Information – Published - Orders – Issued.

YOUTH ADVANCEMENT, TOURISM AND CULTURE (OP) DEPARTMENT

G.O.RT.No. 6 **Dated: 08-01-2016.**

Read the following:

1. The Right to Information Act, 20-05, (Act No.22 of 2005 Central Act) Published in Gazettee of India (Extraordinary) vide Notification No.25, dt.21-6-2005.
2. Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD, dt.30-8-2005.
3. U.O.Note No.38321/RTIA/GPM&AR/08-2, G.A. (GPM&AR) Department, dt.20.11.2008.
4. G.O.Rt.No.569, YAT&C (OP) Department, dt.21.08.2014.
5. G.O.Rt.No.250, YAT&C (OP) Department, dt.21.09.2015.

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O R D E R :

Section 4 (1)(b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish information on 17 items referred to therein the said section and shall be updated every year.

2. Now, therefore, in compliance of the above statutory obligation, revised information in respect of Youth Advancement, Tourism and Culture Department is herewith published as noted in the Annexure to this order. The said information shall be updated once in a year as per clause 17 of 4(1)(b).

3. The information is available on the website http://www.aponline.gov.in/"

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

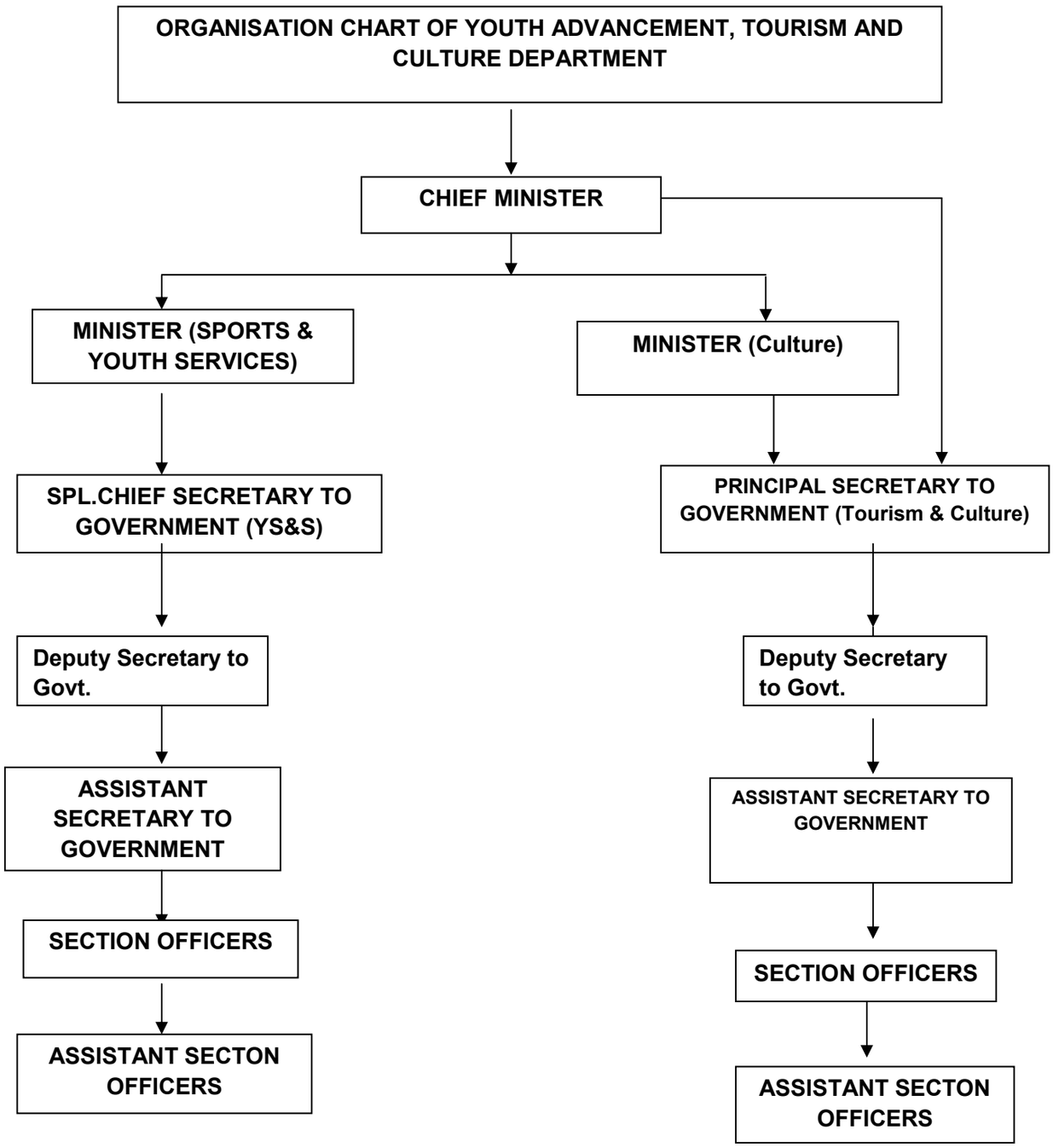
L.V. SUBRAHMANYAM,
SPECIAL CHIEF SECRETARY TO GOVERNMENT.

To
All Officers in YAT&C Department.
All Head of Departments under the Administrative control of YAT&C Department.
The General Administration (I & PR.II) Department.
The General Administration (GPM & AR) Department
Copy to :
All Sections in the Department
P.S. to Special Chief Secretary to Government, YAT&C(S&YS) Dept.,
P.S. to Principal Secretary to Government, YAT&C(T) Dept.,
SF/SC

//FORWARDED BY ORDER//

SECTION OFFICER.

ITEM - I The Particulars of its organization functions and duties:-


ORGANISATION CHART OF YOUTH ADVANCEMENT, TOURISM AND CULTURE DEPARTMENT
CHIEF MINISTER
MINISTER (SPORTS & YOUTH SERVICES)
MINISTER (Culture)
SPL.CHIEF SECRETARY TO GOVERNMENT (YS&S)
PRINCIPAL SECRETARY TO GOVERNMENT (Tourism & Culture)
Deputy Secretary to Govt.
Deputy Secretary to Govt.
ASSISTANT SECRETARY TO GOVERNMENT
ASSISTANT SECRETARY TO GOVERNMENT
SECTION OFFICERS
SECTION OFFICERS
ASSISTANT SECTON OFFICERS
ASSISTANT SECTON OFFICERS

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II. POWERS, AND DUTIES OF OFFICERS AND EMPLOYEES

1. Special Chief Secretary to Government / Principal Secretary to Government Secretary to Government:

He/She is the Official head of the Department. He/She is responsible for careful observance of the Business Rules and Secretariat Instructions in the Transaction of Business in the Department and helps formulate the Policy of Youth Advancement, Tourism and Culture Department. He/She exercises general supervision and control over the staff under him and he is responsible for seeing that the members of the staff attend to the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of Business in the department. The Special Secretary / Joint Secretary /Deputy Secretary and Assistant Secretaries of Government assist the Spl.C.S./Principal Secretary. Besides the above, the Principal Secretary will coordinate the activities of the Heads of Departments under the control of Youth Advancement, Tourism and Culture Department.

2. Deputy Secretary to Govt.:

The Deputy Secretary to Government assists the Spl.C.S./Principal Secretary/Secretary in this Department in respect of the subjects allotted to them by the Spl.C.S./Principal Secretary/Secretary. They can directly send the files to other Departments for obtaining their remarks/ advises as Circulating Officer.

3. Assistant Secretary to Government:

The Assistant Secretary to Government exercises control over the Sections placed in his charge with regard to dispatch of business and in regard to maintaining discipline in the Sections. He is also responsible to submit the files to Senior Officers.

4. Section Officer:

The Section Officer is In charge of a Section in the Department. Assistant Section Officer assists him/her. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him/her. He/She is directly responsible to the officers under whom he/she works for the efficient and expeditious dispatch of business in all stages in his/her Section. The training of the Assistant Section Officers under him/her is one of his/her principal functions. He/she himself/herself under takes to deal with the more difficult or important papers. He/she should maintain discipline in his Sections.

5. Assistant Section Officer:

The main duties of Assistant Section Officer in a Section are to reference the communications properly and submit the file to Section Officer along with relevant material and assist the Section Officer in dealing with cases pertaining to his/her Section. He/ She is responsible to maintain Personal Register and dispatching the draft fair copies after comparing the same.

6. Typist-cum-Assistant:

The TCA Assist the Section.

7. P.S / Stenographers:

Private Secretaries to Principal Secretary to Government attends to dictation given by the Principal Secretary, receives files from sections, maintain secrecy of the Peshi and such other items of work entrusted by the Spl.C.S./Principal Secretary / Secretary. The Stenographers working for Special Secretary / Deputy Secretary to do shorthand work to them and such other items of work as are entrusted to them.

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1. **O.P Section**

ASO-I All service matters relating to Officers, and staff including Class-IV working in Youth Advancement, Tourism and Culture Department such as Appointments, postings and transfers, Regularizations of services, sanction of leave, Pay fixations, release of increments, sanction of pension and other retirement benefits, medical reimbursements, and training of personnel. Accommodation to Officers and staff.

ASO-II All non service matters of Youth Advancement, Tourism and Culture Department including matters pertaining to loans and Advances, such as – Budget of Youth Advancement, Tourism and Culture, Secretariat, Reallocation of budget on loans to Youth Advancement, Tourism and Culture Secretariat and HODs. Sanction of loans and advances viz., HBA, MCA, Marriage Advance, Education Advance, Festival Advance, Cycle Advance and other loans and advances to staff and Officers. Purchase and supply of stationery and non-stationery items. Maintenance of all Registers like Registers on Furniture, Computers etc., Office Stores and Equipment and Inventory Registers, Telephones, Vehicles, preparation of pay bills, supplementary bills and bills for claiming loans and advances and other bills. Maintenance of Impress Cash book. Contingent expenditure. Attendance Registers. Recoveries in respect of LIC, Co-Operative Society Ltd., etc., and their remittance in the concerned office. Reconciliation of expenditure figures with PAO/AG Office. Preparation of number statements.

2. Tourism Section:

A.S.O -I All service matters relating to Tourism, Directorate of Tourism, Andhra Pradesh Tourism Development Corporation Ltd., Tourism Policy etc.,

A.S.O II - All matters relating to Govt. funded Tourism Projects including Central Finance Assistance (CFA) Projects, 13th & 14th Finance Commission Projects of Tourism, HRD Institutions like SIHM, Tirupati, Kakinada, ICI Tirupati, IITM, Nellore etc.,

3. PMU Section:
A.S.O - I All matters relating to PMU; all PPP and Private Sector Projects n Tourism Sector; All matters relating to Director of Achaelogy & Museums; All matters pertaining to Shilparamam Society.

T.C.A. – Assisting the Section subjects.

4. Culture & Coordination Section:
A.S.O - I All matters related to Department of Culture.

A.S.O -II Coordination and consolidation, online CM Petetion monitoring, Meetings.

5. Sports & Youth Services Section:
A.S.O -I All matters relating to Sports Authority of Andhra Pradesh & AP Sports School and other miscellaneous related subjects.

A.S.O - II All matters relating to Youth Services, STEP and NCC.

6. Official Language:

A.S.O.I- All the matters pertaining to Official Language.

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A.S.O.II- All the matters pertaining to Official Language.

7. Tappal Section: Implementation of e-Office.

8. Inspecting Officers (Official Language):

Inspects the implementation of Official language (Telugu) in administration in all departments as per the schedule and furnishes the report to Government.

(VII). THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPELEMNTATION THEREOF:

The following are the Heads of Departments working under the control of Youth Advancement, Tourism and Culture Department, they helps in policy matters.

1. Directorate of Archaeology and Museums
2. Commissionerate of Tourism
3. Directorate of NCC
4. Directorate of Youth Services
5. Managing Director of A.P. STEP
6. Directorate of Language and Culture
7. Sports Authority of Andhra Pradesh
8. A.P. Tourism Development Corporation Ltd.,

(VIII). A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESIBLE FOR PUBLIC

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(IX). A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

Sl.No	Name of the employee (Sri/Smt./Kum.)	Designation	Phone No.
1	L.V. Subramanyam, IAS	Spl.Chief Secy. to Govt.	9848025272
2	N.K. Prasad, IAS	Prl. Secy. to Govt.	9866640509
3	K. Sasi Babu	Dy. Secy.	7331142801
4	K. Rama Mohan Rao	Dy. Secy.	7331142802
5	S. Jagan Mohan Reddy	Asst. Secy.	9849822426
6	N. Rama Krishna	Asst. Secy.	7331142804
7	A. Lakshmi Kumari	Inspecting Officer	7331142812
8	A.Nirmala kanthi Wesley	Inspecting Officer	7331142813
9	M.Lakshmana Kumar	Section Officer	7331142808
10	M.Prabhakara Rao	Section Officer	7331142807
11	R.K.Vijayalakshimi	Section Officer	7331142810
12	G. Vijaya Padma	Section Officer	7331142809
13	P. Balachowdaiah	Section Officer	7331142806
14	S. Ganga Prasad	P.S. to Prl. Secy.	7331142811
15	Shaik Sharmila Begum	Assistant Section Officer	9618973070
16	Ms M.Navaneetha	Assistant Section Officer	9989982292
17	M.Praveen Kumar	Assistant Section Officer	9849089335
18	R.Rama Devi	Assistant Section Officer	8121582879
19	C.Varaprasad	Assistant Section Officer	7702215266
20	K. Sarala Devi	Assistant Section Officer	9849630558
21	P. Sarada	Assistant Section Officer	9490261119
22	G. Bala Subrahmanyam	Spl.Cat. Steno	9963946780
23	K.Vijayalakshmi,	TCA	9959183725
24	M.Prabhakara Rao	Jamedar	9985537722
25	D.Gopalakrishna	Office Subordinate	9290301640
26	D.Mallaiah	Office Subordinate	9502728430

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(X). THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM FOR COMPENSATION AS PROIDED IN ITS REGULATIONS.

Sl.No	Name of the employee (Sri/Smt./Kum.)	Designation	Monthly emoluments Rupees
1	L.V. Subramanyam, IAS	Spl.Chief Secy. to Govt.	Rs. 1,99,200/-
2	N.K. Prasad, IAS	Prl. Secy. to Govt.	Rs. 1,96,710/-
3	K. Sasi Babu	Dy. Secy.	Rs.1,15,907/-
4	K. Rama Mohan Rao	Dy. Secy.	Rs.88,616/-
5	S. Jagan Mohan Reddy	Asst. Secy.	Rs.76,341/-
6	N. Rama Krishna	Asst. Secy.	Rs. 1,16,022/-
7	A. Lakshmi Kumari	Inspecting Officer	Rs.79,997/-
8	A.Nirmala kanthi Wesley	Inspecting Officer	Rs. 55,312/-
9	M.Lakshmana Kumar	Section Officer	Rs. 65,761/-
10	M.Prabhakara Rao	Section Officer	Rs. 60,822/-
11	R.K.Vijayalakshimi	Section Officer	Rs. 58,430/-
12	G. Vijaya Padma	Section Officer	Rs. 48,563/-
13	P. Balachowdaiah	Section Officer	Rs. 62,425/-
14	S. Ganga Prasad	P.S. to Prl. Secy.	Rs. 70,913/-
15	Shaik Sharmila Begum	Assistant Section Officer	Rs. 44,900/-
16	Ms M.Navaneetha	Assistant Section Officer	Rs. 40,161/-
17	M.Praveen Kumar	Assistant Section Officer	Rs. 40,161/-
18	R.Rama Devi	Assistant Section Officer	Rs. 40,161/-
19	C.Varaprasad	Assistant Section Officer	Rs. 41,061/-
20	K. Sarala Devi	Assistant Section Officer	Rs. 84,722/-
21	P. Sarada	Assistant Section Officer	Rs. 54,459/-
22	G. Bala Subrahmanyam	Spl.Cat. Steno	Rs. 37,514/-
23	K.Vijayalakshmi,	TCA	Rs. 25,221/-
24	M.Prabhakara Rao	Jamedar	Rs. 51,009/-
25	D.Gopalakrishna	Office Subordinate	Rs. 50,994/-
26	D.Mallaiah	Office Subordinate	Rs. 54,156/-

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XI). The budget allocated to each of its agency indicating the particular of all plans proposed, expenditures and reports on disbursements made:

There are eight Heads of Departments under the administrative control of Youth Advancement, Tourism and Culture Department which send proposal on budget including details of plan and non-plans accordingly Youth Advancement, Tourism and Culture Department allocates the yearly budget to the Heads of Departments with the concurrence of Finance Department. The total budget of Youth Advancement, Tourism and Culture Department for 2015–16

under demand **No.XV (Sports and Youth Services)** is as follows:

Plan : Rs. 58,85.00 Lakhs
Non Plan : Rs. 48,46.16 Lakhs

Total : Rs.107,31.16 Lakhs

Under Demand **XXXVII** (**Tourism, Art and Culture)**:-

Plan : Rs.294,24.00 Lakhs
Non Plan : Rs. 31,17.02 Lakhs

Total : Rs.325,41.02 Lakhs

Grand Total (Demand XV + XXXVII) = Rs 432,72.18 Lakhs.

The following are the Heads of Departments working under the control of Youth Advancement, Tourism and Culture Department:

1. Directorate of Archaeology and Museums
2. Commissioner of Tourism
3. Director of NCC
4. Director of Youth Services
5. Managing Director of A.P. STEP
6. Directorate of Language and Culture
7. Sports Authority of Andhra Pradesh
8. A.P. Tourism Development Corporation
9. Shilparamam
10. Kadapa Sports School
11. State Institute of Hotel Management, Catering
12. Technology and Applied Nutrition (SIHMCT & AN),

(XII). The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.

NIL

(XIII). Particulars of recipients of concessions, permits or authorizations granted.

NIL

(XIV) Details in respect of the information, available to or held by it, reduce in an electronic form.

The detailed information on the Youth Advancement, Tourism and Culture Department is available on Govt. Websites viz., www.aponline.gov.in / www.aptourism.in and all Universities websites.

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(XV). The particulars of facilities available to citizens for obtaining information, including the workings of a library or reading room, if maintained for public use.

Citizens may visit Secretariat Office between 15.00 hours to 17.00 hours and Contact Public Information Officers and Assistant Public Relation Officer in the Secretariat.

CHAPTER 17

(XVI) The names, designations and other particulars of the Appellate Authorities and Public Information Officers;-

SL.No.	Name of the Authority Designated as	Phone No. & Address	Sections allotted
1.	K. Sasi Babu, Deputy Secretary 1st Appellate Authority	South –H Block, Ground Floor, Adjacent to Central Library, A.P.Secretariat	Tourism, PMU and OP
2.	K. Rama Mohan Rao, Deputy Secretary 1st Appellate Authority	South –H Block, Ground Floor, Adjacent to Central Library, A.P.Secretariat	Sports & Youth Services, Culture & Coordination and Official Language
3.	S. Jagan Mohan Reddy, Assistant Secretary Public Information Officer	South –H Block, Ground Floor, Adjacent to Central Library, A.P.Secretariat	Tourism, PMU Official Language & Culture
4.	N. Rama Krishna, Assistant Secretary, Public Information Officer	South –H Block, Ground Floor, Adjacent to Central Library, A.P.Secretariat	OP, Sports & Youth Services, NCC and Coordination.

(XVII). Such other information as may be prescribed:-

NIL

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